



# CITY OF HOUSTON

## Job Posting

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**Applications accepted from:** All PERSONS INTERESTED

**Job Classification** SENIOR LIBRARY SERVICE SPECIALIST  
(Juvenile Services)  
**Posting Number** PN# 107079  
**Department** Library Department  
**Division** East District\*  
**Section** Dixon Branch\*  
**Reporting Location** 8002 Hirsch\*  
**Workdays & Hours** Rotating Schedule\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides reference services to children, parents and teachers by telephone, mail, e-mail and in person. Provides children's programming. Performs outreach activities including visits to schools and day care centers. Supervises and evaluates the youth volunteers. Plans and implements children's programs, storytimes, and Summer Reading Program activities. Participates in outreach and community activities. Reads review books and attends selection meetings on a rotating base. Checks in new books and prepares statistics for the monthly report. Performs other tasks essential to efficient library operations. Requires evening and weekend (Saturday and Sunday) shift work.

**WORKING CONDITIONS**

Must have excellent communication skills, oral and written. Must be able to use a computer to access/input information. Ability to move freely thought the work environment. Position requires stooping and bending.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Library Service or closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of experience in professional library work is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Customer/Public Services experience preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Experience working with children would be a plus. Bilingual ability, English/Spanish is preferred. Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 16  
\$ 1113 - 1446 Biweekly \$ 28,938 – 37,596 Annually

**OPENING DATE** October 12, 2005

**CLOSING DATE** October 25, 2005

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer